

MANAGING MY ACCOUNT INFORMATION

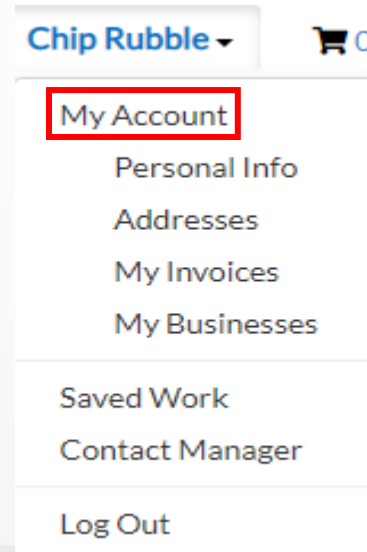
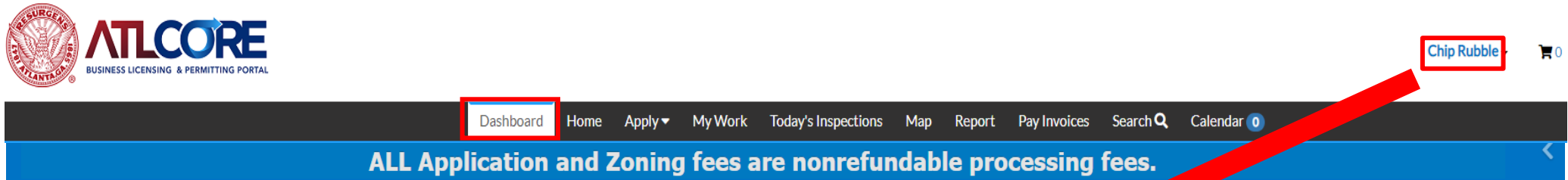
Contact info:

Non-Technical Issues: Contact **ATL311.com** or **404-546-0311** to create a case.

Technical Issues Only: ATLCORE@atlantaga.gov with any technical questions.

MANAGING MY ACCOUNT INFORMATION

1. From your **Dashboard**, navigate to your username in top right corner.
2. Click on your username.
3. Select **My Account**.



MANAGING MY ACCOUNT INFORMATION (cont'd)

My Account

PERSONAL INFO

ADDRESSES

MY INVOICES

MY BUSINESSES

MY CERTIFICATES

Personal Info

*REQUIRED

First Name

Chip

Middle Name

Last Name

Rubble

Company

Business Phone

Home Phone

Mobile Phone

(404) 379-6238

Fax

Other Phone

* Email Address

chiprubble2020@gmail.com

* Contact Preference

Email

4. Click **Personal Info** tab.

5. Please review this tab on a regular basis.

6. All fields can be updated and edited **except** Email Address.

7. NOTE: The Email Address in this field must be the same as the email used to register for your account.

8. Contact Preference: Your selected contact preference type must have the corresponding fields populated.

MANAGING MY ACCOUNT INFORMATION (cont'd)

My Account

- Personal Info
- Addresses
- My Favorites
- My Businesses
- My Templates
- My Drafts
- My Certificates

Personal Info

*REQUIRED

First Name

Paisley

Middle Name

Last Name

Princess2020

Company

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

* Email Address

* Contact Preference

Email

Save

Address

Business Phone

Email

Fax

Home Phone

Mobile Phone

Other Phone

9. **Contact Preference:** Your selected contact preference type must have the corresponding fields populated.

MANAGING MY ACCOUNT INFORMATION (cont'd)

My Account

- Personal Info
- Addresses
- My Favorites
- My Businesses
- My Templates
- My Drafts
- My Certificates

Addresses

Type: Business Location
800 start , Atlanta, GA, 30308

Main Address ☒

Edit

Type: Mailing
555 Start , Atlanta, 30303-____

Main Address ☐

Edit

Business Location

Add Address

+

10. Click **Addresses**.
- 10a. Update **Mailing Address** as needed.
- 10b. Add other Address types.

Business Location

Additional Location

Business Location

Event Location

Home (Principal)

Home Address

Mailing

MANAGING MY ACCOUNT INFORMATION (cont'd)

My Account

PERSONAL INFO

ADDRESSES

MY INVOICES

MY BUSINESSES


MY CERTIFICATES

My Invoices

Search...

Add To Cart **Display** **Unpaid** for **All Invoices** **Export to Excel**

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
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Chip Rubble 

My Account

- Personal Info
- Addresses
- My Invoices
- My Businesses

Saved Work

Contact Manager

Log Out

11. Click **My Invoices** to view a list of all your business invoices.

12. Choose Display option:

- a. Unpaid
- b. Paid
- c. Voided

13. Choose Invoice option:

- a. All Invoices
- b. Inspection Invoices
- c. Permit Invoices
- d. Plan Invoices
- e. Business License Invoices
- f. Professional License Invoices
- g. Overdue
- h. Due in 7 Days
- i. Application Invoices

MANAGING MY ACCOUNT INFORMATION (cont'd)

- 14. Click **My Businesses** tab.
- 15 This tab lists all associated businesses to this account.
- 16 Search for Business Number or Company Name.

My Account

PERSONAL INFO

ADDRESSES

MY INVOICES

MY BUSINESSES

MY CERTIFICATES

My Businesses

Search for Business Number, Company Name

Sort

Company Name

Business Number	Company Name	DBA	Status	Company Type	Open Date	Action
No records to display.						

MANAGING MY ACCOUNT INFORMATION (cont'd)

My Account

[Personal Info](#)[Addresses](#)[My Favorites](#)[My Businesses](#)[My Templates](#)[My Drafts](#)[My Certificates](#)

Certificates

Sort

Number

Number	Type	Issue Date	Expire Date	Classifications
No records to display.				

17. Click **My Certificates** tab.
18. This tab lists all associated certificates for this account.

MANAGING MY ACCOUNT INFORMATION (cont'd)

19. Click **Saved Work**.

20. This tab lists **MY TEMPLATES** and **MY DRAFTS**.

Saved Work

MY TEMPLATES

MY DRAFTS

My Templates

Module All

Sort Template Name

Module	Template Name	Type	Last Update	Action
No records to display.				

Chip Rubble



- My Account
 - Personal Info
 - Addresses
 - My Invoices
 - My Businesses
 - Saved Work**
 - Contact Manager
- Log Out

MANAGING MY ACCOUNT INFORMATION (cont'd)

Saved Work

MY TEMPLATES

MY DRAFTS

My Templates

Module All

Sort Template Name

Module	Template Name	Type	Last Update	Action
License	Chip Tech Services	General Business License - Professional/Scientific/Technical Services	08/16/2021 10:27 PM	Use Update Delete

Results per page 10 1 - 1 of 1 << < 1 > >>

21. Click **My Templates** tab.

22. This tab lists all templates created by this account.

23. Select **Use** to complete a similar application.

24. Select **Update** to edit a template.

25. Select **Delete** to remove a template.

26. NOTE: Templates are saved while entering new applications.

MANAGING MY ACCOUNT INFORMATION (cont'd)

Saved Work

MY TEMPLATES

MY DRAFTS

My Drafts

Module All ▼

Sort Module ▼

Module	Type	Last Update	Action
License	General Business License - Professional/Scientific/Technical Services	08/16/2021 10:27:29 PM	Resume Delete

Results per page 10 ▼ 1 - 1 of 1 << < 1 > >>

27. Click **My Drafts** tab.

28. This tab lists all saved Drafts created by this account.

29. Select **Resume** to continue.

30. Select **Delete** to remove.

MANAGING MY ACCOUNT INFORMATION (cont'd)

Contact Manager

MY FAVORITES

Favorite Contacts

Add Contact

Search: Wilma flintstone

Exact Match ☐

Search

Contact ID	First Name	Last Name	Company	Email	Select All <input type="checkbox"/>
ID-000005261	Wilma	Flintstone		wilmaflintstone2020@gmail.com	<input type="checkbox"/>

Results per page 10 1 - 1 of 1 << < 1 > >>

Add Selected

Existing Contacts

Contact ID	First Name	Last Name	Company	Email	Select All <input type="checkbox"/>
ID-000000251	Betty	Rubble		bettyrubble2020@gmail.com	<input type="checkbox"/>

Results per page 10 1 - 1 of 1 << < 1 > >>

Remove Selected

31. Click **Contact Manager**.

32. This tab allows for adding Favorite Contacts.

33. Enter Name, Email or Company into search field. Add contact to your Favorites.

34. Search for a contact that has registered in the system.

35. Click the associated box.

36. Click **Add Selected**.

37. Existing Contacts can be removed.

38. Click the associated box.

39. Click Remove Selected

NOTE: Changing contact information in My Account *does not* update the contact on your license.